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ABSTRACT

Statement of policies of Sweet Briar College, a liberal arts college for women, constitutes the main portion of its faculty handbook: academic freedom, appointment and reappointment, qualifications for appointment, promotion and tenure, termination or dismissal, leave policies, and benefits. A brief historical sketch, administrative organizational chart, and a list of general services and activities are also included. (JT)

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SWEET BRIAR COLLEGE

FACULTY AND STAFF HANDBOOK

U.S. DEPARTMENT OF HEALTH,
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Sweet Briar, Virginia

1975-1976

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I. HISTORY OF SWEET BRIAR COLLEGE

Sweet Briar College is a liberal arts college for women and offers a strong baccalaureate program based on both the traditional disciplines in the arts and sciences and a wide range of interdisciplinary and individualized studies. The 3,400 acre campus is located in the foothills of the Blue Ridge Mountains, thirteen miles north of Lynchburg.

In accordance with provisions in the will of Indiana Fletcher Williams, the College was established under a charter granted by the Commonwealth of Virginia in 1901 as an educational foundation for young women and as a permanent memorial to Daisy Williams, the founder's only child, who died in her seventeenth year. Mrs. Williams left her plantation, Sweet Briar, and the balance of her estate, over half a million dollars, to establish the college.*

Sweet Briar College was opened as an independent residential liberal arts college in 1906 and the first five graduates received its bachelor of arts degree in 1910. Within a year or two Sweet Briar graduates were accepted for further study at leading universities.

By 1921 Sweet Briar held memberships in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and it was on the approved list of the Association of American Colleges. Now a member of the Southern University Conference and the College Entrance Examination Board, it is on the approved list of the American Chemical Society, and its chapter of Phi Beta Kappa is the Theta of Virginia, granted in 1949. The teacher preparation program has been approved by the Department of Education of the State of Virginia and the music major by the National Association of Schools of Music.

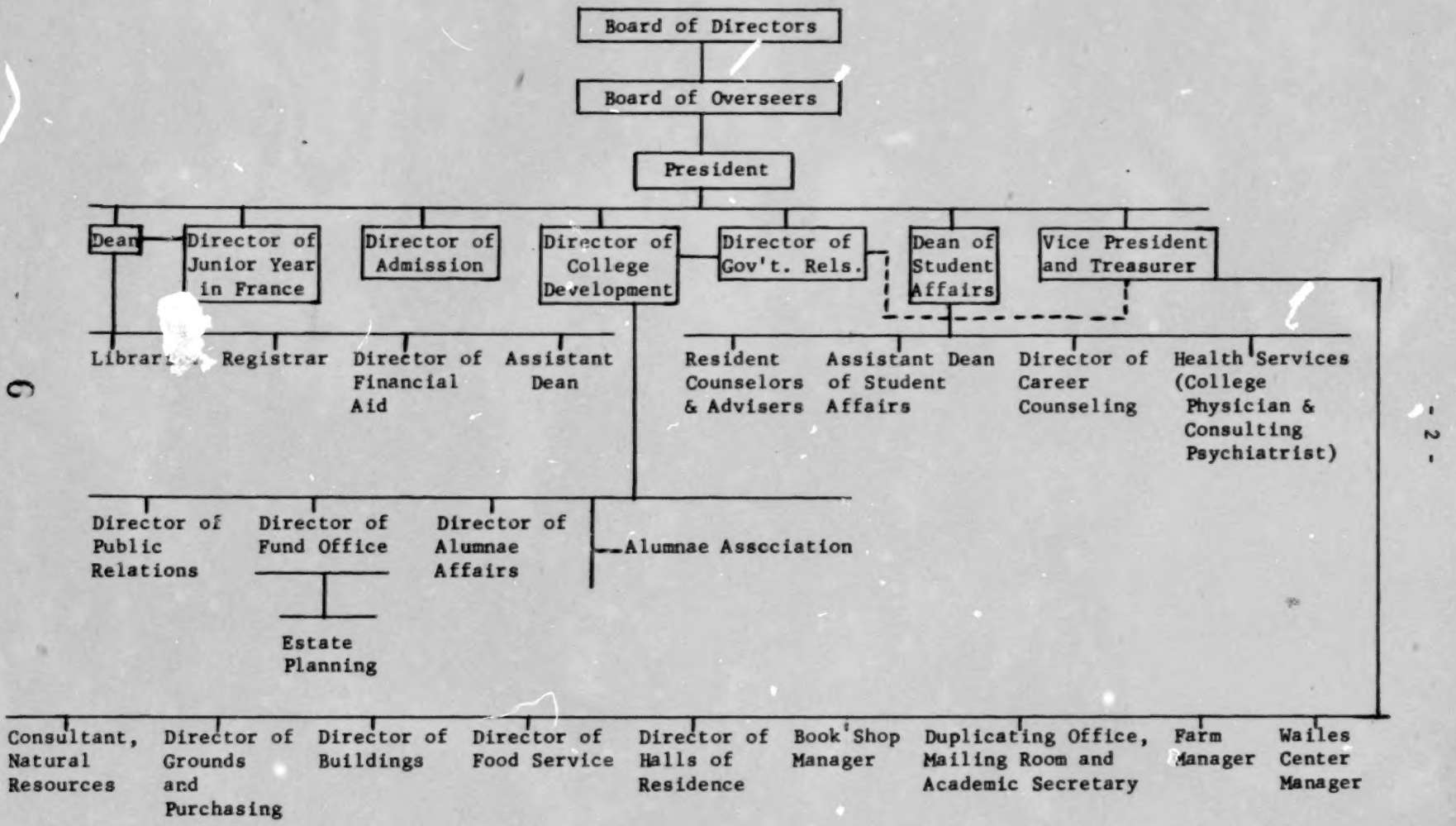
Sweet Briar has been led by six outstanding presidents. Dr. Mary Kendrick Benedict held the office from 1906 until 1916; Dr. Emilie Watts McVea served from 1916 to 1925; Dr. Meta Glass from 1924 to 1946; Dr. Martha B. Lucas from 1946 to 1950; and Dr. Anne Gary Pannell from 1950 to 1971. Dr. Harold B. Whiteman, Jr. assumed the Presidency on July 1, 1971.

Among the academic developments which were introduced over the decades and which have endured are: the Honors Program for juniors and seniors with special intellectual ability, and the program for Junior Year study at St. Andrews University, Scotland, both introduced in the early 1930's; the Sweet Briar Junior Year in France, begun in 1948; an Asian Studies Program initiated in 1960; and the "4-1-4" academic calendar, adopted in 1971.

The growth, both in quality and in quantity, of the book collection in the Mary Helen Cochran Library has kept pace with and strengthened the academic program. Physical facilities have been greatly expanded since 1956, with the addition of two new residence halls, William Bland Dew and Meta Glass; the Mary Reynolds Babcock Fine Arts Center; the Connie M. Guion Science Building; the Sweet Briar Memorial Chapel; the Charles A. Dana Wing of the Library; the Wailes College Center; and the Harriet Rogers Riding Center. In the same period the enrollment, which was approximately 450 for almost thirty years, increased to 750 (1972-3), including non-residents.

*See The Story of Sweet Briar College by Martha Lemmon Stohlman (Princeton University Press, 1956); Sweet Briar: Seven Decades, 1901-1971 by Martha von Briesen and Dorothy Vickery (Whittet and Shepperson, 1972); and The Letters of Elijah Fletcher edited by Martha von Briesen (University of Virginia Press, 1965). All are available in the College Library and the latter two may be purchased in the College Book Shop.

II. ORGANIZATION OF COLLEGE ADMINISTRATION



III. STATEMENT OF THE POLICIES OF SWEET BRIAR COLLEGE

IN REGARD TO ACADEMIC FREEDOM, POLITICAL ACTIVITIES, APPOINTMENT, REAPPOINTMENT, PROMOTION, TENURE AND FRINGE BENEFITS OF ITS FACULTY

Academic Freedom

A. The Board of Overseers of Sweet Briar College has approved the 1940 Statement of Principles on Academic Freedom and Tenure, prepared jointly by the American Association of University Professors and the Association of American Colleges. The full text of this 1940 Statement may be found in the Bulletin of the A.A.U.P. (Vol. 41, No. 1).

B. The Board of Overseers has approved the Statement on Professors and Political Activity prepared jointly by the American Association of University Professors and the Association of American Colleges (for the full text, see Bulletin of A.A.U.P., Vol. 55, No. 1), subject to the following provisoes:

1. If leave of absence is granted to a faculty member for political activity of any kind, including holding political office, whether by appointment or by election, seeking election to political office, and campaigning, whether for himself or another, for political office, the leave shall be without salary (nor will fringe benefits, including payments by the College to a retirement plan, disability program, medical insurance program be paid).

2. No leave of absence for political activity will be granted for less than a semester or term or for more than an academic year.

3. A leave granted for political activity shall not be counted as service to the institution in the calculation of eligibility for fringe benefits, sabbatical leaves, promotion, or tenure.

Appointment - Reappointment

A. All appointments are made by the President after consultation with the Dean and the department or division concerned, as represented by the departmental and divisional chairmen, and are ratified by the Board of Overseers. In cases of the extended absence of the President out of the country, he may at his discretion delegate his power of appointment to the Dean.

B. Faculty appointments are regularly on a twelve months' basis, and salaries are paid each month throughout the calendar year. In addition to the recesses during the academic year, there is a summer vacation of approximately three months. During these recesses and vacations faculty members are free to dispose of their own time, except as they may be called on for committee service or for administrative service in connection with their various departments or divisions.

C. Contract letters to appointees from the President specify the terms of the appointment. This letter, together with the Statement of Policies in the matter of appointment, promotion, etc., and the appointee's signature on a copy of the letter is considered binding on both parties.

D. Decisions as to reappointment, promotion in rank, and changes in salary are made by the President (subject to ratification by the Board of Overseers), after consultation with the Dean and the department or division concerned, as represented by its

chairman, and on occasion, after consultation with the Advisory Board. Such decisions are normally reached for those in the first year of service by March 1; for all others by December 1 of the academic year at the end of which the appointment terminates. For those whose appointment does not expire and those on tenure, salaries are reviewed in the spring. There are no automatic salary increases but salaries are individually reviewed each year with the intention of recognizing meritorious service and professional improvement and correcting inequities.

E. Acceptance of reappointment should be indicated not later than February 15.

Qualifications for Appointment, Promotion and Tenure

A. For all professorial ranks, presumption is in favor of doctor's degree, or its equivalent.

B. For rank of instructor, the master's degree is considered a minimum; presumption is in favor of the candidate who either has completed the doctorate or at least begun work toward a doctorate. It is recognized that experience in teaching before the pursuit of further graduate work may be of special value.

C. For all ranks, the following are also considered highly desirable: earlier teaching experience, with evidence of success and promise; interest in and enthusiasm for teaching, from the point of view both of the student and of the subject matter; and evidence of continued interest in research, e.g., publications, papers before learned societies, current research activities. Full-time members of the faculty are expected to serve on college committees and may be requested, as part of the normal teaching load, to offer one course per year at one of the other member institutions of the Tri-College Center of Virginia.

D. Bearing in mind the importance of the qualifications noted above, Sweet Briar also takes into consideration certain special criteria when evaluating the qualifications of (1) creative artists who also teach; and (2) teachers of physical education.

1. Special Qualifications for the Artist-Teacher

The academic qualifications of the artist-teacher* may differ somewhat from the qualifications of teachers in other areas of the curriculum, since the rigorous discipline of training in the arts which results in mastery of material and of technique may not culminate in an academic degree. Among these qualifications, scholarship and teaching craftsmanship are considered important, but recognized artistic achievement may supersede some of the other usual academic criteria. Exceptional arrangements may be made with the artist-teacher regarding hours of teaching, committee participation and other faculty responsibilities and perquisites. These special arrangements approximate corresponding arrangements with other members of the teaching staff and are worked out in detail, prior to appointment, through mutual agreement between the individual artist and the College.

*Artist-teacher: this normally includes writers, painters, sculptors, architects, musicians, dancers and theatre directors.

2. Special Qualifications for Teachers of Physical Education

When decisions as to appointment, promotion and tenure are made in the case of teachers of physical education, recognition of concentrated study in areas in the field which are not generally presented in college or university courses may be given consideration in lieu of an advanced degree. However, full time staff members should have at least a master's degree in physical education.

Promotion

A. Recommendations for promotion shall be made by the chairman of the division or department before March 1. The Chairman of the Faculty Advisory Board shall initiate consideration for promotion of any department chairman who seems likely to merit such consideration. Promotion to a higher rank does not follow automatically from length of service, but is based on demonstrated excellence as teacher and scholar. The department chairman shall also initiate by recommendation consideration of any person who has been considered but not promoted in a prior year and shall provide with each recommendation all information about the candidate pertaining to the criteria for promotion.

B. To warrant promotion, there must be clear evidence of (1) outstanding teaching ability; (2) high quality of scholarship; (3) promise of further growth; (4) adequate health; (5) acceptable personality. Due consideration will also be given to quality of service to the College, to the department and to the college community.

C. Changes in rank and salary in recognition of the achievement of the doctorate will not be made during the current fiscal year unless the degree has been officially awarded before September 1 or a statement has been received by that date from a responsible official of the degree-granting institution that all requirements for the degree have been completed.

Tenure

A. Decisions as to permanent tenure are reached by the President after consultation with the Dean, the Chairman of the department or division concerned, and with the Advisory Board through its Working Committee. In making such decision, consideration will be given to competence and interest in teaching, scholarly activities, interest in participation in department, college and campus activities outside the classroom, and promise of effective professional relationships.

B. Tenure will normally not be granted until the teacher has completed seven years of full-time service at Sweet Briar. By December of the sixth year the President, the Dean, the department and division chairmen concerned, and the Advisory Board through its working committee will jointly give special consideration to the qualifications of each appointee with a view to estimating his eligibility for permanent tenure. The teacher will be informed by the department chairman of the results of this joint deliberation. If it seems likely that tenure will not be granted and the teacher's contract is in its final year, he will be offered a reappointment for one year.

C. While note will be taken of teaching service at other colleges and universities, not less than four years of full-time teaching service at Sweet Briar shall normally be required before tenure is granted.

D. The following procedures shall be observed in arriving at a recommendation for awarding tenure:

1. The Chairman of the Working Committee, upon notification by the President that a member of the Faculty is to be considered for tenure, is to notify the candidate that he is being considered for tenure and is to solicit directly the following information:

a. A written recommendation from the candidate's department or division, normally over the chairman's signature. In cases where the chairman is the candidate, the statement should be signed by the senior among the other members of the department or division.

b. A written statement on the candidate from each department and division chairman, to which all tenured members of that chairman's department or division are to be asked to contribute. The statement is to give reasons for the recommendation that is made.

c. A written statement on the candidate from every member of the candidate's department or division who has completed at least one year of service at Sweet Briar.

d. Any written information that the candidate himself thinks would be useful to the Working Committee, including the results of any formal student evaluation of the candidate's previous teaching.

2. Either the Working Committee or the candidate may request a meeting between the candidate and the committee.

3. If and when formal student evaluation procedures are developed and pertinent information from this source is available, this information may be considered by the Working Committee and should, if requested, be made available to it.

Termination of Appointment

A. Either the appointee or the College is free to terminate an appointment at the end of the specified period without prejudice. Notice of such termination should be made in writing not later than December 1 of the academic year in which the appointment terminates. (In a case of a first one-year appointment, notice may be delayed until March 1.)

B. Since appointment, before tenure has been granted, is made on a contractual basis, it is regarded as a bilateral agreement which should not be broken by either party without sufficient reason.

C. The College reserves the right to dismiss at any time any member of the teaching staff for:

1. Professional incompetence.
2. Any act by or on behalf of such member involving moral turpitude.
3. Personal misconduct by such member which renders such member unfit for association with students.
4. Probable permanent impairment of physical or mental health.

Responsibility for such action shall rest with the President who, in each case, will confer with the Dean and the member or members of the faculty directly concerned. The procedure to be followed in these actions is described below.

Dismissal of a Member of the Faculty

The following sections describe the procedure to be followed in the event the administration of the College believes it necessary to dismiss a member of the faculty who has tenure, or a continuing appointment, or finds it necessary to terminate before the stated date of expiration the appointment of a member of the faculty who does not have tenure or a continuing appointment for any of the reasons listed above under "C".

I. A.

1. A conference shall be held between the President of the College and the member of the faculty, at which the President shall explain the reasons why the administration is considering the termination of the employment of the faculty member. Two members of the Faculty shall be present as witnesses; when feasible, these should be the Dean and the chairman of the department or division. The faculty member shall be afforded the opportunity to offer reasons why appointment should not be terminated.

2. The matter may be terminated at this time by mutual consent and with or without the payment of salary for an agreed period.

3. If an adjustment does not result from the above conference a standing or ad hoc committee will be requested to inquire into the situation to effect an adjustment, if possible, and if none is effected to determine whether in its view formal proceedings to consider dismissal of the faculty member involved should be instituted. If the committee recommends that such a proceeding shall be begun or if the President of the College, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action shall be commenced in accordance with the procedure outlined in II.A. hereof.

4. If in the judgment of the President probable danger to students or employees or the property of the College may result from the continuation of the member of the faculty in his duties, the President may suspend the faculty member temporarily and without prejudice prior to the conference.

II. A. If the President of the College wishes to proceeed with the termination of the employment, the President should so inform the faculty member in writing, sending a statement of the reasons why the termination of appointment is desired to the faculty member by registered mail, return receipt, or serving such a statement on such faculty member personally. Such statement should advise the faculty member that a hearing may be requested. The President may, upon discretion, suspend the faculty member from his duties at this time, but the suspension shall be without prejudice to the final determination of the case.

B.

1. The faculty member may request a hearing before the Executive Committee of the Faculty which, for this purpose, shall be chaired by the Chairman of the Faculty Advisory Board. Notice requesting such a hearing shall be in

writing and delivered to the President in person or by registered mail within 72 hours of the receipt by such faculty member of the notice advising of rights to a hearing. In the hearing the President and Dean, who are members, ex officio, of the Executive Committee of the Faculty, shall have no vote.

2. In setting the date of the hearing before this ad hoc committee, sufficient time should be allowed the faculty member to prepare a defense. The faculty member should be informed of the procedures that will be followed at the hearing. The faculty member should answer in writing the statements of the President. The faculty member may be present and may be represented by counsel or an advisor of choice. The College also may be represented by counsel or an advisor of its choice.

III. A.

1. At the hearing the President of the College or an authorized representative should inform the faculty member of the reasons for the proposed termination of appointment.

2. Both the faculty member and the College shall be afforded the opportunity to present evidence and each may question the witnesses. Ordinarily this will be done by the parties involved or the chairman of the ad hoc committee and counsel will not be permitted to interrogate the witnesses.

3. All the evidence should be duly recorded at the expense of the College. In the event the faculty member desires a copy of the evidence, same should be furnished him at a reasonable cost.

B. The committee should reach its decision in conference on the basis of the evidence produced at the hearing. It should afford the faculty member or his counsel and the representative designated by the President or the College's counsel the opportunity to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to a decision promptly, with or without having the evidence transcribed. It should make explicit findings with respect to each of the grounds of removal presented. The President and the faculty member should be notified of the decision in writing as promptly as practicable after the hearing.

IV. A. Should the President, after reviewing the recommendation of the ad hoc committee, decide to terminate the appointment, the College shall pay to the faculty member, in recognition of the financial difficulties likely to be experienced by the faculty member and not as acknowledgment of any obligation on the part of the College, the following compensation, namely:

1. If the reason for the termination of employment is professional incompetence, the faculty member shall receive his full salary for the balance of the current academic year and for one academic year thereafter.

2. If the reason for the termination of employment is an act involving moral turpitude or personal misconduct, the faculty member's salary will terminate immediately except in those instances in which the President feels that it is proper to pay such salary for a limited period of time, presumably for the balance of the then current academic year.

3. If the reason for the termination is probable permanent impairment of physical or mental health, the faculty member shall receive full salary for six months (when disability insurance normally begins).

V. Re-hearings

No application for a re-hearing of a decision of the Executive Committee will be entertained unless it is filed with the Chairman of the Executive Committee or the President of the College within 60 days after the faculty member has received written notice of the decision of the Executive Committee as to which a re-hearing is requested. No such re-hearings or review will be allowed unless at least five members of the Executive Committee are of the opinion that there is good cause for such re-hearing. No oral presentation will be permitted of applications for re-hearing. The applicant may file with the application a written memorandum in support thereof.

(Regarding appointment, promotion, and dismissal, see also Faculty Ruling VIII A.)

Salary Range

The authorized salary range of each rank will be communicated to the faculty annually in writing.

Released Time

Released time refers to the partial or complete release of a faculty member from teaching responsibilities in order to undertake other specific duties of a temporary nature determined by the appropriate department and the administration to be desirable for the on-going program of the College. Released time always implies the necessity of providing comparable teaching replacement. It is expected that remuneration for a faculty member on released time, whether from college or outside sources, shall be at least equivalent to regular, current compensation. The status of released time shall in no way change normal faculty benefits and opportunities and the applicability of normal college policies with regard to appointment, promotion, salary increases, etc., unless the terms of the individual released time arrangement specifically provide otherwise.

Leaves of Absence

A. 1. Full-time professors, associate professors and assistant professors who have taught at the College for at least six years are eligible for consideration for sabbatical leaves. Requests should be addressed to the President, and transmitted with a recommendation by the chairman of the department or division concerned. Such leaves shall not occur more often than one year in every seven. The first sabbatical will normally be granted after six years of service; subsequent sabbaticals may be granted any year during the normal cycle of seven years to enable faculty to undertake special projects of a timely nature, or to accommodate the College's overall staffing needs.

2. Comparable eligibility extends to administrative officers at the level of dean, vice-president, director, or librarians with faculty status provided that the purpose of the leave is related to increasing professional skills. Leaves of four months (one regular term) or less may be requested with full salary; leaves up to nine months may be requested at half-salary. Leaves without salary may also be requested.

B. The beneficiary of a sabbatical leave has the choice of a full year leave with half salary or a half year leave with full salary. Contingent upon satisfactory arrangements being made for the teaching program of the department, a sabbatical leave for half a year will normally include the Winter Term. Those receiving a sabbatical leave are expected to return to the College for at least one full year of service.

C. A sabbatical leave will not ordinarily be granted for use after the academic year in which the faculty member attains the age of 62.

D. It is expected that the major part of a sabbatical leave will be taken in absentia and will be devoted to study, writing, travel or other activity designed to increase the beneficiary's competence as a teacher and scholar. On return, a brief written report of this leave shall be presented to the President.

E. The granting of leave is at the discretion of the President, after consultation with the department or division concerned and with the Dean. Sabbatical leave is not granted automatically but only with due concern for the best interests of the College.

F. The President shall have the discretion to grant a special leave of absence without remuneration, to a member of the faculty for the completion of the doctorate or for the pursuit of other scholarly activities which will contribute to the individual's professional competence. Such special leaves shall not be counted as service to the College in calculating eligibility for sabbatical leave unless the initiative has been taken by the College in arranging the special leave. Special leaves may be granted for the winter term.

G. All members of the faculty except those on sabbatical leave are expected to teach during the winter term or discharge other duties in the interest of the College that are assigned by the Dean or the President. However, in the case of those carrying an unusually heavy teaching or administrative program in the fall or spring term or preparing to give a new course, a leave with salary may be granted at the discretion of the President. Normally such a leave shall not be granted more often than once in every four years. Normally a replacement will not be provided save in cases of very small departments. At the discretion of the President a leave with salary may also be granted for the winter term to a member of the faculty who is working on a doctoral dissertation or engaged in a research project. Finally, at the discretion of the President, a leave without pay may be granted upon request of a faculty member whose teaching service is not needed by the department.

All such requests for leave shall be transmitted, as soon as possible and normally not later than October 1, to the President with the recommendation of the chairman of the department concerned.

H. Those occupying college housing may be asked to vacate for the duration of a sabbatical or other special leave.

I. The granting of a sabbatical leave shall not exclude the faculty member from consideration for promotion and/or a salary increase and/or any other normal increases in faculty benefits (with the exception of G above) to become effective during the period of absence.

MEDICAL LEAVE POLICY

(approved by Board of Overseers 11/72)

I. Eligibility

Full-time members of the faculty, including teaching assistants, are eligible for coverage under this Medical Leave Policy as well as designated administrative personnel including the President, Vice President and Treasurer, Dean, Assistant Dean, Director of College Development, Assistant Treasurer, Assistant to the President, Director of Admission, Assistant Director of Admission, Dean of Student Affairs, Assistant Dean of Student Affairs, Registrar, Director of Public Relations, Director of Alumnae Affairs, Librarian, Assistant Librarian, Cataloger, Public Services Librarian, Director of Buildings, Director of Grounds, Director of Food Service, Director of Halls of Residence, Book Shop Manager, Wailes Center Manager, Director of Natural Resources, Farm Manager, Director of Junior Year in France. Additions and deletions of administrative personnel will be made at the discretion of the President.

II. Stipulations and Procedures

1. Medical leave, allowed as needed, will be granted when a person eligible under Section I is incapacitated for work because of illness, accident or because of absence due to serious illness or death in his immediate family.

2. A maximum of four weeks leave from responsibilities at Sweet Briar College for each year of service shall be granted up to the total of six months. Coverage includes those on sabbatical leave or released time. A record of medical leaves (Section II, 3) shall be noted in the individual faculty personnel folder in the President's Office or by the appropriate administrative officer for non-faculty personnel so that deductions from accumulated time can be made as necessary.

3. If absence from work is for a temporary minor illness or family emergency of no more than one work week's duration, it is assumed that necessary arrangements will be made by the department concerned to provide for the work of the absent member. In the case of absence beyond one work week due to illness, accident, or serious illness or death in the immediate family, arrangements shall be made for medical leave. In each such case a periodic report from the physician or diplomate psychiatrist or licensed psychologist, as may be appropriate, shall be submitted to the President on request. Return to service following medical leave (for illness or accident of a faculty member) shall also be approved by the attending physician or diplomate psychiatrist or licensed psychologist.

4. In the case of total disability, income insurance benefits go into effect after six months. It should be noted that one year of service to the College is required before total disability insurance goes into effect.

5. In case of medical disability of a member of the faculty, the President in consultation with the Dean and/or the head of the department concerned shall be responsible for making equitable arrangements for special and unusual cases not covered in these specifications, e.g., partial disability and subsequent arrangements for part-time work. In cases of non-faculty personnel the special arrangements shall be handled by the administrative officer directly concerned and the President.

6. Elective surgery or medical studies that could be deferred until a vacation or recess, according to the recommendation of the attending physician, are not included under this policy.

7. Medical leave for pregnancy shall come under the specifications of this policy. In the case of faculty, the chairman of the department and the Dean shall be informed as soon as the pregnancy is medically determined in order to anticipate arrangements for medical leave if this becomes necessary. For non-faculty personnel the head of the administrative department shall be thus informed and appropriate action determined. A recommendation shall be made by the attending physician concerning the prognosis of a pregnancy which is expected to terminate within a college term.

8. If there is a difference of opinion between an individual and the administration as to fitness for work, arrangements shall be made to have a recommendation from the attending physician as to continuing work, taking a medical leave or a leave of absence. This provision covers disability due to illness, accident of the individual, prolonged absence due to serious illness in the immediate family, pregnancy and post-natal condition.

III. Substitute for a Faculty Member

1. It is assumed that for temporary medical absence (Section II, 3) the department concerned will make necessary arrangements, without extra remuneration, to carry on the work of the absent member so that there will be no serious interference with the students' program of studies or with other responsibilities to the College of the person concerned.

2. If a substitute is required for more than one week per term, the College shall make arrangements for the work and provide extra remuneration as determined by the President in consultation with the Dean and the chairman of the department.

3. For substitute work by a regular member of the faculty after one week, remuneration will be given:

   a. If the substitute work involves a significant increase in the number of students taught without increasing classroom teaching hours or number of course preparations and if the faculty member is already carrying a normal course and student load. Such cases shall be determined in consultation with the appropriate administrative officers; one measure of determination shall be the standard student enrollment for the particular class in question.

   b. If the substitute work involves additional course preparations and classroom teaching hours beyond the normal load of the department.

4. If a faculty member carrying less than the normal course and student load of the department is competent to do the substitute work, remuneration shall be only for hours above this norm.

5. If the additional work is such that the quality of the work cannot be maintained because of the extra load, a substitution from outside the College shall be provided.

6. If a substitute for committee work or other responsibilities is needed, arrangements shall be made by the President, the Dean or committee chairman.

7. If a faculty substitute is required because of the death of a member of the faculty, the same provisions for obtaining and remunerating the substitute shall be in effect.

IV. Leave of Absence for Child Rearing

Any member of the faculty may request a year's leave of absence for the purpose of child rearing, during the first academic year following the child's birth, or at a later time if unusual circumstances make such a leave necessary. In such special and unusual cases, arrangements shall be made with the President in consultation with the Dean and head of the department concerned. Such a leave shall be without remuneration or other benefits provided by the College nor shall such a leave be counted as service to the College in calculating eligibility for sabbatical leave, tenure, or promotion.

Retirement

Retirement of a member of the faculty is mandatory at the end of the academic year in which his sixty-fifth birthday has occurred.

Employment of Families

Members of the same family who are on the Faculty of Sweet Briar College shall have all the rights and privileges enjoyed by other members of the Faculty in all departmental and college matters. Members of the same family may work in the same department or in different departments, provided that both meet the standards of employment.

Faculty Advisory Board

A. The chairmen of departments constitute the Faculty Advisory Board. The primary purpose of the Board is to keep under active review the total situation of the teaching personnel in order to avoid or remove possible inequities in faculty rank, salary and tenure and in order to assure optimal use of faculty strengths and competencies.

B. Functions of the Board:

1. To make a periodic review (at least every three years) of the rank, salary and tenure of all members of the faculty, in terms of general categories of rank and salary scales; and to report its significant findings to the President and the Board of Overseers.

2. To consult with the President and the Dean in case of any faculty member who is under consideration for permanent tenure.

3. To examine any question concerning promotion, tenure, or academic freedom, upon the request of any faculty member, of any member of the Administration, or of the Board itself. In exceptional cases the Board may examine a question concerning reappointment upon the request of any faculty member, of any member of the Administration, or of the Board itself.

4. To consider questions of promotion in rank, whenever the President or Dean seeks such counsel, through an ad hoc subcommittee appointed by the President of the College and the Chairman of the Faculty Advisory Board.

5. To make general recommendations as to the balance of the four rank categories with relation to new appointments, whenever this seems advisable.

(See also Faculty Ruling VIII.B.)

IV. BENEFITS

Although subject to change, the formal benefit program described below is currently in force. Further details may be obtained from the Office of the Vice-President and Treasurer.

A. Retirement Annuity:

In order to assure retirement annuities for its faculty and administrative staff, Sweet Briar College is affiliated with the Teachers Insurance and Annuity Association and the College Retirement Equity Fund. After one year of service, all full-time members of the faculty and all full-time staff who are 30 years of age or over are eligible for participation in the retirement annuity plan. Those new faculty and staff who have a TIAA policy already in force can continue their retirement program without interruption.

Sweet Briar College contributes toward each participant's premium an amount equal to 10% of the individual's salary. An additional payment of 5% is required of the individual on the amount of salary above $6,600. Individuals may contribute more than the required amount into their annuity contract. Such additional contributions may be used to purchase a "Supplemental Retirement Annuity" which is a new form of contract for use by persons who want to set aside tax-deferred retirement funds over and above amounts being accumulated under Sweet Briar's basic retirement plan. Applications must be completed in the office of the Vice-President and Treasurer prior to September 10th of any fiscal year.

B. Social Security:

Participation in the Federal Old-Age and Survivors' Insurance program (Social Security) is mandatory for all members of the faculty and staff. The individual's salary deduction for payment of this tax is matched by Sweet Briar College in accorance with the rates established by the Federal government.

C. Total Disability Income Insurance:

All full-time faculty and staff are eligible for this coverage beginning October 1 following a year of service.

In the event of total disability, the TIAA retirement premium and a portion of salary is continued until age 65 when the retirement annuity goes into effect. Sweet Briar College pays the total premium for this insurance.

D. Sick Leave with Pay:

Accumulation of sick leave is at the rate of four weeks for each year of service up to a total accumulation of six months when Total Disability Income Insurance goes into effect. (See Statement on Medical Leave Policy for eligibility and further detail.)

E. Major Medical Expenses Insurance:

The College has adopted a major medical insurance plan, underwritten by the Teachers Insurance and Annuity Association, designed to protect the individual when the more serious accident or illness strikes. Each member of the faculty and staff is eligible for this coverage following completion of three months' service, and it may be extended to dependents as defined by TIAA. To each participant's premium the College contributes $5.00 a month. Each insured individual can realize benefits up to $250,000.

F. Group Life Insurance:

Members of the faculty and staff are eligible on October 1 following one year of service to participate in a group life insurance program. The College pays the full premium on the base amount of $2,500 life insurance and $2,500 accidental death or dismemberment. Additional coverage up to $7,500 may be obtained by personnel earning $5,000 or more annually. For this additional coverage the College pays one-half the premium.

G. Tuition Grants for Children of Faculty and Staff:

A grant of full tuition will be made for the daughter of a full-time faculty or staff member who attends Sweet Briar College, provided the employed parent is eligible to participate in the College's Retirement Annuity Plan.

For the son or daughter of a currently eligible faculty or staff member attending another college or university, tuition grants shall be limited to 3/4 of the Sweet Briar College comprehensive fee. For children of faculty and staff whose appointments became effective after April 27, 1974, the ceiling for tuition grants shall be limited to 1/2 of the comprehensive fee. The benefit shall be limited to the amount of the Sweet Briar College tuition or the tuition of the admitting institution, whichever is less. Also, the benefit shall be reduced by the amount of financial aid in the form of cancelable loans or grants made available from private or government sources for which children of faculty and staff are eligible. Eligibility for this cash grant is limited to full time members of the faculty or staff who are eligible to participate in the College's Retirement Annuity Plan and who have completed 24 or more months' service.

Free tuition at Sweet Briar College is provided for the daughter of a deceased faculty or staff member who would have been eligible for a tuition grant at the time of death. A student receiving such a grant must be a day student. In the case of a son of such deceased faculty or staff member, or daughter not attending Sweet Briar, a tuition grant not to exceed $300 per semester or $600 per year shall be given.

A detailed statement of the conditions under which tuition grants are made may be obtained from the Vice President and Treasurer.

H. Salary Payments:

Faculty salaries are paid on a twelve-months basis from August 1 through June 30.

I. Research Grants:

Research grants are administered by a faculty committee, the Committee on Faculty Research. The award of these grants will be governed by the following rules:

1. Grants-in-aid to research are awarded to those faculty members who are on full-time continuing appointment during the academic year for which the grant is requested. Normally the Committee does not consider applications for grants during the terms or year of sabbatical leave. Grants are not awarded to part-time faculty members or faculty members on temporary appointment.

2. Grants are available to assist faculty members in the completion of research leading to an advanced degree and to afford financial assistant in defraying the expense of preparing manuscripts of theses and dissertations for final presentation.

3. A separate application shall be submitted for each proposed project for which a grant-in-aid is requested. An application may be submitted individually by a faculty member or jointly by two or more members where they plan to work together on a proposed project.

4. Grants-in-aid have been awarded in the past for such items of expense as special equipment, rental or purchase of microfilms, manuscripts and books, secretarial assistance, supplies, and other legitimate needs to further research. They have also been used to defray the cost of travel and, under special conditions, to assist with the publication of completed research. The Committee will also consider applications for funds to help with living expenses while serious research is being undertaken instead of remunerative summer employment.

5. Applications for grants-in-aid shall be made in writing to the Chairman of the Committee by February 15. Later applications and applications for aid during sabbatical leaves shall be considered only if funds are still available. No applications will be accepted for work already completed except for publication of completed research as stated in Paragraph 4 above. The applicant should state clearly the nature of his project and, wherever possible, its estimated cost. In the case of applications for summer research projects, the name and address of someone outside the Sweet Briar community competent to evaluate the proposal should be made available to the Committee. The Chairman of the Committee shall notify each applicant in writing of the Committee's decision regarding his request.

6. Grants-in-aid to research made by the Committee shall be subject to the following conditions:

   a. Completion of the research project shall be expected within a reasonable time.

   b. Reports on research and a financial statement shall be required upon completion of the project or not later than October 1 following the end (June 30) of the fiscal period for which the grant was awarded, whichever shall occur first.

c. Equipment, microfilms, manuscripts, books and other permanent materials purchased by means of a grant-in-aid become the property of the College.

d. Microfilms and reproductions, when considered unsuitable for student use by the department concerned and the Librarian, may become the property of the grantee.

e. Unexpended balances revert to the general fund of the Committee at the beginning of the third semester after that in which the grant was made.

J. Ford Faculty Summer Research Grant:

The Committee has at its disposal a yearly grant in the amount of $2,000 provided by a gift from the Ford Motor Company Fund. This grant, subject to the above-mentioned conditions, is for summer research or study which does not lead to an advanced degree and/or for defraying expenses incident to attendance at a summer institute. Preference in awarding the grant will be given to one faculty member, but it may be divided among several applicants, not to exceed three in number, if in the judgment of the Committee this would seem desirable.

Written applications for this grant must be submitted to the chairman of the Committee not later than February 15.

K. Cabell Faculty Enrichment Fund:

A gift from the Cabell Foundation of Richmond, Virginia has established a permanent Faculty Enrichment Fund from which awards are made annually to members of the faculty for study, travel and/or research designed to improve professional competence in teaching. In making the awards preference will be given to those below the rank of full professor.

Written applications for this grant, which is subject to the above-mentioned conditions, must be submitted to the Chairman of the Committee not later than February 15. The joint recommendation of this Committee and the Student Curriculum Committee will be submitted for final approval to the President and the Dean.

L. Travel Grants

To encourage professional development and activity on the part of faculty members with a view to continuing benefit for the College, travel grants are awarded to faculty members for travel to professional meetings within the United States and Canada. Application for travel grants for the academic year must be made by November 1 at the latest (and as much earlier as possible) to the President's Office. The following procedures will prevail:

1. A specified sum shall be designated for each one of the full-time members of the Faculty.

2. The money may be used up to the per capita amount provided for in the administrative budget. Vouchers shall be submitted to the Office of the Treasurer, along with receipts for expenses. The money may be applied to travel expenses, according to the College's 12 cents per mile rate for automobile travel or as a cash amount for other modes of travel. A per diem allowance not to exceed $20 may also be requested.

3. The amount budgeted budgeted for this purpose shall be reviewed annually. The basis for 1975-76 shall be $80 per capita.

4. If after April 1 undesignated moneys are left in the account, special applications for additional funds, to be disbursed at presidental discretion, may be made before the end of the fiscal year. In case there are unexpended funds and in case at the end of the fiscal year a faculty member did not utilize his authorized grant, a request for an overdraft in the following year will be considered.

5. If the faculty member reads a paper or presides at a session of a professional meeting, expenses in addition to travel, e.g., registration, housing, and meals, will be met by the College, on either an expense voucher basis or a per diem allowance basis. In such cases, the total expenditure will be charged against the per capita allowance to the extent feasible. If the per capita allowance is exceeded, the additional cost will not be charged to the departmental allocation.

6. If the faculty member attends a meeting primarily or entirely for institutional purposes, including recruitment, as attested by the departmental chairman, dean, and president, all expenses will be met by the College, but will not be charged against the per capita allowance.

M. Home Loan Program:

A home loan program is available for eligible members of the faculty and staff. Details on this program may be obtained from the Vice President and Treasurer.

N. Housing:

Some unfurnished housing on the campus or in College-owned property off the campus is available for faculty and staff. College housing is administered by a faculty and staff committee; and need, rank and length of service (in that order) are the determining factors in assigning facilities. Rent and utilities are billed monthly.

O. Purchase of Applicances at Discounts:

Some business concerns allow discounts to Sweet Briar personnel. Further information may be obtained from the Buildings and Grounds Office.

P. Laundry:

The College maintains a coin-operated self-service laundry on campus for use by students, faculty and staff. Also a commercial laundry provides standard laundry, linen service and dry cleaning service from a pickup point in Gray Dormitory.

Q. Refectories:

Tables for faculty and staff are provided in both college dining halls -- the Refectory, and the Meta Glass Dining Room. Tickets for individual meals may be purchased at the Information Center in Manson. The ticket should be brought to the meal and given to the waitress. There are no charge accounts for faculty or staff members.

There are several plans for faculty boarders, depending on the meals desired and the length of time the faculty member wishes to board in the Refectory. A schedule of the rates is available from the Director of Food Service. All bills for board are rendered monthly. Arrangements for meals in the dining halls must be made in writing with the secretary in the Office of the Director of Food Service.

In the interest of a consistent and equitable administration of the food service in the Refectories, the following policy is set forth below for your information and guidance:

1. Faculty language tables--meeting with students at lunch or other meals are to be limited to two per week per language with a single instructor present.

2. Faculty and administrative committee tables--meals arranged by such groups cannot be served without charge.

3. College guests status--the college food service welcomes "guests of the college" such as visiting lecturers, speakers, administrators, business associates, and prospective faculty and staff. However, the individual host or his department or office will be responsible for the cost of such meals.

4. Faculty or administrative members as guests of students--members of the faculty and administration are encouraged to eat meals with students on a frequent and informal basis, but the fact that they are in the company of or the "guest of" a student does not exempt them from the regular meal charge.

V. GENERAL SERVICES

The Library

In addition to the Main Library, there is the Science collection and study area in Guion (most books classified Dewey 500's are here) with its emphasis on technical periodicals; the Music Collection in Babcock, whose books circulate; the Art Collection, also in Babcock whose materials do not circulate; and the Kellogg Library in the east basement of the Main Library which has children's books and also materials for teachers. All together these represent holdings of more than 155,000 books and bound periodicals, and over 850 magazine subscriptions.

The Library is open in the summer and vacations from 8:30 a.m. to 4:30 p.m., and closed weekends. During term time the facilities of all the libraries are available on the following schedule (before examinations, hours at night and on weekends are increased):

Monday through Friday:	8:00 a.m. - 10:00 p.m.
Saturday:	9:00 a.m. - 5:00 p.m.
Sunday:	2:00 p.m. - 10:00 p.m.

In addition, students have access from 10:00 p.m. to 1:00 a.m. to study areas in the Main Library and in Babcock and Guion when the Reference Room and stacks are closed.

A faculty-student Library Committee helps determine the policies of the Library. Suggestions and comments may be made to the Librarian or in writing to members of the Committee.

The faculty and staff may check out books for an academic term, at the end of which time they are due back in the Library. They may be renewed for a second term unless requested by another reader. All books are due at the end of the academic year for the purpose of library inventory. When a book has been missing at two successive inventories, it will be considered lost and the faculty or staff member will be billed for the cost of replacing it. Periodicals and reference books do not circulate, except for brief periods by special request at the loan desk. A copying machine is available at the Main Library for a cash cost of 10 cents per page.

The faculty are asked to submit to the Circulation Assistant, Mrs. Clay, their reserve reading lists at least a month before the beginning of each term. Reserve materials, which are housed behind the loan desk, circulate for three-hour periods and overnight. Once the term is under way, a limited number of books may be removed or added, but staff and space limitations require that changes be minimal. Reserve request forms are available from the loan desk.

Forms for interlibrary loans, including requests for photoduplication of articles from other libraries, are also available at the Reference Librarian's desk for faculty and students. Student requests should be signed by the faculty person who is directing her research. Unless the lending institution restricts the use of its materials, borrowers may take books (but not periodical volumes) from the Library. The Interlibrary Loan Code does not usually permit the use of borrowed materials for class reserve. Libraries are more and more assessing charges for loans to other institutions, and the borrower is responsible for all such costs.

Book ordering is governed by a system of departmental allocations of the book budget. Faculty members making book requests should use the printed order forms available at the loan desk which ask for author, title, publisher, date of publication, edition, and list price. For the titles they wish, faculty should check the card catalog in the Reference Room first; type or print a full citation on the forms; and give their requests to the department head for approval, before submitting them to the Library. The spending of allocated funds will terminate as of March 31st, after which all uncommitted monies will be put in the Library's general book fund, from which "emergency" purchases can be made.

Book requests are handled by the Assistant Librarian, Miss Newland, and then go for final approval to the Librarian. When materials are received and cataloged, the original request is returned to the sender with a classification number. Periodic accounting of expenditures are sent to department heads, and new acquisition lists are compiled about once a month.

New books are displayed in the lobby of the main building, together with faculty publications and recommended reading. Popular reading, current newspapers and magazines, and some literary and musical recordings and tapes are housed in the newly decorated Browsing Room in the east wing. Room 202 above is available for conferences and meetings on request to the Librarian. The Rare Book Room contains interesting special collections, such as those of Auden, Meredith, and Virginia Woolf, as well as archival material, letters, manuscripts, the Onegin Music Collection, and other rarities. The balcony on the second floor and a smoking room are kept open until 1:00 a.m. for study purposes.

Book Shop

Textbook orders for the fall term must be presented at the Book Shop by the previous April. They should be typewritten on Book Shop forms and all requested information supplied. Spring term orders may be made at the same time, although the deadline for these is November 15. It would be most helpful if, immediately after the opening of each term, faculty members would inform the Book Shop of any change in anticipated registration of students in their classes so that extra texts may be ordered without delay. If textbooks are needed for the winter term, please let the Book Shop know by November 1.

Suggested or recommended book lists for each term should be turned in with the required textbook lists. If this is done, the Book Shop can have in stock the titles suggested at the time they are needed. Suggestions for the purchase of any book titles, particularly paperbacks, are welcome at any time.

In addition to textbooks and academic supplies, the Book Shop carries a diversified general book stock (both hard and paperbacks) selected magazines, stationery orders can be placed for imprinted or monogrammed stationery from Crane and Eaton), greeting cards, gifts and film. Film is sent out every day for processing. A picture framing service also is available.

A discount of 10% on purchases above $1.00 is allowed on most general books, gifts, supplies, etc. to those on the college payroll and members of the immediate families who live with them. Discounts on special general book orders will be less than 10% if there are insufficient orders at the time for the publisher's minimum requirement, particularly for paperbacks. Single paperback orders may carry a service charge over and above the purchase price. Textbooks ordered by faculty members carry, in most cases, a 10% discount. Faculty are urged not to discuss the discount with or in the presence of students.

Academic regalia may be rented or purchased through the Book Shop. Advance notice of three weeks is necessary or rental of academic costume. Information needed before an order can be sent includes the faculty member's degree, the college or university which granted the degree, and the individual's height, weight, and hat size.

The Book Shop is open from September 1 through May 31, five days a week, from 9:00 a.m. to 5:00 p.m., with the exception of posted dates during college holidays. The Book Shop is also open during special weekends and on a part-time basis during the summer.

Statements are rendered bi-monthly and payment is due within 30 days. All charges must be paid by June 30th of each year; any unpaid balance beyond this date will be assessed a service charge of 1½% per month.

The Book Shop manager will welcome suggestions and recommendations at all times.

Public Relations Office

The Director of Public Relations is responsible for publicity. Publicity includes writing and distributing news stories for newspapers, periodicals, radio and television stations and making arrangements for interviews and pictures. Files are kept on the activities of faculty members, and faculty are expected to report new publications or honors to the Public Relations Office.

Catalogs and other college publications, including extra copies of the Directory of Students, Faculty and Staff, may be obtained from the Public Relations Office.

Medical Services

1. Insurance

   Members of the faculty and staff who are listed in the Directory of Students, Faculty and Staff are eligible for coverage under the accident policy offered to students.

2. Physicians

   Inasmuch as the College Physician is not on duty during vacations, each member of the faculty and staff is urged to have a personal physician in the local community. This is particularly important for those who have special medical problems. The College Physician is available for consultation during regular office hours only. Treatments, such as allergy injections, etc. prescribed by the personal physician may be given at the Infirmary. Immunizations are also available.

3. Infirmary Office Hours (while the College is in session)

   Telephone: 5546
   (If calling from off-campus dial 381-5546)

Monday	10:00 a.m. to 1:00 p.m.	
Tuesday	9:00 a.m. to 12:00 noon	
Wednesday	1:30 p.m. to 3:00 p.m.	
Friday	9:00 a.m. to 11:00 a.m.	
Monday through Friday	4:00 p.m. to 5:00 p.m.	(Nurse)
Saturday	9:00 a.m. to 12:00 noon	(Nurse)
Sundays and Holidays	9:30 a.m. to 10:00 a.m.	(Nurse)
Sundays and Holidays	5:45 p.m. to 6:15 p.m.	(Nurse)
Visiting Hours	3:00 p.m. to 4:00 p.m., 7:00 p.m. to 9:00 p.m. daily	

   Charges for Office visit:

Employees of the College	no charge
Families of employees	$5.00

   Good medical specialists are available in Lynchburg. Names of these specialists are available from the College Physician.

4. A statement on the policies of the Sweet Briar College Health Services is available in the offices of the President and the Dean and in the Infirmary and the Library.

5. Chest X-ray

   The College Physician recommends that each member of the faculty and staff have an annual chest X-ray as a public health measure for the protection of the community from communicable disease, and as a sensible safe-guard for each individual by facilitating early detection and treatment of disease.

The survey chest X-ray films will be available at the Amherst Health Department the second and fourth Wednesdays, from 8:30 a.m. to 11:30 a.m. A physician must request that the film be made.

6. Hospitals

The nearest hospitals are the Lynchburg General Hospital and the Virginia Baptist Hospital in Lynchburg. The University of Virginia Hospital in Charlottesville is 50 miles distant. The Emergency Room at the Lynchburg General is staffed for emergency treatment at all times.

7. Ambulance

Excellent service is provided by the Amherst Rescue Squad (Telephone: 946-7326). This is a volunteer organization supported by contributions.

8. Emergencies

a. Students. Students should call the Infirmary: 381-5546. A nurse is on duty at all times. If the College Physician is not immediately available, the nurse will advise as to procedure.

b. Faculty and Staff. For a campus emergency, the Infirmary can be called. For other emergencies, the private physician or the Amherst Rescue Squad should be called.

9. A daily report of those students who are hospitalized in the Infirmary or elsewhere is available in the Office of the Dean.

Student Government and the Honor System

All Sweet Briar students are members of the Student Association and sign an Honor Pledge. All academic work is done under the Honor System. For complete details of the Student Association, the Honor System and Honor Regulations, the Students' Handbook should be consulted. This Handbook, which is revised each year, also contains much useful general information, including descriptions of campus organizations and student committees.

The procedure which a faculty member should use if he observes a possible breach of the Honor System is stated in the Faculty Rulings.

Duplicating Office

Personnel in the Duplicating Office (Fletcher 01) will cut stencils or type multilith masters for offices and departments not having regular secretarial help. Material submitted must be typed or in legible handwriting; the teacher's name, number of copies and date needed must be indicated. Seven days should be allowed for completion of material. Mimeographing and multilithing will be done during business hours only. Two days should be allowed for duplicating a prepared stencil.

Xeroxing self-service is also available in the Duplicating Office for college business only. Materials xeroxed will be charged to the department.

No faculty member, secretary or student will be allowed to operate the other machines in the Duplicating Office. A 3M copying machine is available in the Library for personal copy work.

Ditto machines are located in 104 and 118A Guion and in the Writers' Workshop in Babcock. The machines are for faculty use, and supplies may be obtained from the Duplicating Office in Fletcher.

Academic Secretary

A secretary is available for the chairmen of academic departments and faculty committees. The office is located in 103 Guion. Her office hours are 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m. in 103 Guion. When Benedict is ready, it is planned to have her spend some of her time in this building.

This service is provided for faculty chairmen in order to ease the burden of preparing correspondence, departmental and divisional reports, examinations and other course work, expense vouchers, requests for travel expenses and sabbatical leaves, and other documents necessary to carry out the duties of the chairmen.

Mailing Room

A central mailing service for all office and departmental correspondence is located in the Duplicating Office (Fletcher 01). When authorized by the department chairman, postage will be charged monthly against the Supplies and Expense account of each department using the postage meter. Mail will be processed only at the following times: 12:00 noon and 4:00 p.m., Monday through Friday.

Interdepartmental mail can be sent through the Mailing Room. Janitors pick up "outgoing" interdepartmental mail at 9:30 a.m. and 2:00 p.m. It is taken to the Mailing Room in Fletcher which serves as a clearing house for all interdepartmental mail. Janitors deliver "incoming" interdepartmental mail to the administrative offices and to boxes located in all the academic buildings. Outgoing mail may be left in the box so marked prior to 9:30 or 2:00. Departmental letters to be stamped for mailing may be included in the interdepartmental pickup provided they bear complete departmental identification.

Audiovisual Equipment

A listing of audiovisual equipment may be secured by contacting the Director of Audiovisual Services. A member of the Library staff maintains a log of requests for the equipment. All requests should be made at least one week prior to desired date for use of the equipment. Immediate return after usage is required. The Office of Buildings and Grounds maintains a portable 16 mm. sound movie projector and screen which can be scheduled for use in advance by contacting that office.

Service and repairs for all college-owned audiovisual equipment are to be arranged through the Office of Buildings and Grounds. Faculty members who desire to develop proficiency in the use of audiovisual equipment should contact the Director of Audiovisual Services.

University Press of Virginia

Faculty members of colleges in Virginia are invited to make use of the University Press of Virginia, in Charlottesville, for printing materials of academic interest. Information concerning the Press can be obtained from the Public Relations Director.

The Tri-College Educational Computer Center

Sweet Briar College, Randolph-Macon Woman's College and Lynchburg College jointly operate a Computer Center at 12th and Kemper Streets in Lynchburg. Mr. Donald G. McCants is Director and will provide information about TECC or other available computers in the area.

Fund-Raising

All fund-raising for Sweet Briar College is coordinated through the Office of College Development which is located in the Alumnae House. Members of the faculty and staff must not initiate any fund-raising projects or federal and state-aided government proposals without previous consultation with the Director of College Development.

VI. PROFESSIONAL, CULTURAL AND RECREATIONAL OPPORTUNITIES

Sweet Briar College Faculty Club

Members of the faculty and staff, their wives and husbands, are invited to join the Faculty Club at the beginning of each academic year. Membership fee for each member or couple is two dollars. Retired faculty and staff are invited to participate in club activities without paying the membership fee. Occasional social and cultural programs are planned. Once every four years, for each generation of students, the Club sponsors a Faculty Show.

Officers are a president, secretary-treasurer, program chairman, and social chairman.

American Association of University Professors

The Sweet Briar Chapter of the American Association of University Professors is the on-campus arm of the national organization of teachers and research workers. The chapter exists to promote on the Sweet Briar campus the aims of the national association, which are stated in its constitution as follows: "To facilitate a more effective cooperation among teachers and investigators in universities and colleges, and in professional schools of similar grade, for the promotion of the interests of higher education and research, and in general to increase the usefulness and advance the standard and ideas of the profession."

Meetings are held at stated intervals throughout the year, and an annual meeting is held jointly with the Chapters of Lynchburg College and Randolph-Macon Woman's College. Anyone who holds a position in teaching or research at instructor or higher rank in an eligible institution and is devoting at least half time to teaching or research is eligible for active membership. Applicants may be nominated by any active member and application blanks are available through the chapter.

American Association of University Women

There is a Sweet Briar College-Amherst County Branch of the American Association of University Women which meets at Sweet Briar College or in Amherst. An important project of the chapter is the Negro Scholarship Fund. Annual fund campaigns have been held since 1945 and outstanding Negro students in Amherst County have been awarded college scholarships.

Women on the Sweet Briar faculty or staff, faculty wives, and women residing in Amherst County are invited to join the Sweet Briar-Amherst Chapter. Information concerning eligibility and application for membership may be obtained from local chapter members.

Lynchburg has a large and active chapter of AAUW and members of the Sweet Briar-Amherst Chapter are often invited to attend the Lynchburg AAUW meetings or special programs.

League of Women Voters

The League of Women Voters of Lynchburg is part of a state and national non-partisan organization which is dedicated to the principles of self-government established in the constitution of the United States. The League works to promote political responsibility through informed and active participation in government. Through its program on three levels--national, state and local--members choose governmental issues they are concerned about for careful study. From this sustained study consensus may be reached from which follows action for or against relevant legislation. Through its Voters Service the League provides non-partisan factual information on the structure and function of government and of the political parties and on voting procedures, election issues and candidates. Local studies recently made by the Lynchburg League include urban renewal, air pollution and juvenile welfare services.

Membership is open to anyone who subscribes to the purpose and policy of the League. Any woman citizen of voting age may join the League as a full voting member. Those under voting age or non-citizens of the United States may become associate members. A request for membership to a board member is the procedure for joining the League.

Religious Activities

The formal religious services at Sweet Briar College are held in the Sweet Briar Memorial Chapel. Chapel attendance at all times is on a voluntary basis. Regular Sunday services are held in the Memorial Chapel.

Weekday chapel services are held on Tuesdays at 12:00 o'clock. Members of the faculty, students, and occasionally guest speakers lead these services. There is no set form, each leader being responsible for the order of service which is used.

Denominational groups hold services of their own on the campus and may use the Memorial Chapel if they desire. A calendar of services in the Sweet Briar Memorial Chapel and of other campus religious activities is distributed weekly by the Office of the Chaplain.

Members of the Sweet Briar community are welcome in all of the local churches. There are Baptist, Methodist, Episcopal, and Presbyterian churches in Amherst. Most of the American religious traditions are represented in Lynchburg.

FOCUS (formerly the Y.W.C.A.) is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and in Lynchburg. It maintains a relationship with the National Board of the YWCA, which extends its interests beyond the local scene into the whole world.

The Sweet Briar Church and Chapel Committee, made up of faculty and students, is responsible for the direction and the growth of the religious life of the College.

Lecture Series at Sweet Briar College

Lectures given by invited outside speakers complement the formal academic program. Sweet Briar College is a participating member of the University Center in Virginia, which furnishes speakers to member colleges. Suggestions for lecturers should be sent to the Chairman of the Lectures Committee. Plans for the schedule are made a year in advance; therefore suggestions should be submitted early, preferably by February 1 for the following year.

Sweet Briar College Concert Series

Each year the concert series consists of several events such as a chamber music concert, a solo singer, a pianist, or an opera troupe. The concert series at Sweet Briar College is open to the public without charge.

Suggestions for concerts are welcomed from the community; if possible, suggestions should be made in writing and should include the name of the agent for the artist as well as his fee. These memoranda should be sent to the Chairman of the Concerts Committee, preferably by February 1 for the following year.

Drama at Sweet Briar College

Paint and Patches, the Sweet Briar drama group, presents three major theatre productions each year, directed by the drama instructor. All performances are open to the public without charge.

Cultural Events in Lynchburg

1. Randolph-Macon Woman's College
   Dramatic productions, an art film series, musical events, and lectures are presented at Randolph-Macon each academic year.

2. Lynchburg College
   In addition to a series of lectures and Fine Arts program, Lynchburg College presents dramatic productions and a spring opera series.

3. Lynchburg Fine Arts Center
   The Center, at 1815 Thomson Drive, sponsors programs in art, music and drama for members and many individual activities and presentations of the Center are open to the public with admission fees.

4. Broadway Theatre League
   Broadway plays are presented each season by road companies at the E. C. Glass High School in Lynchburg. Season tickets are available from officers of the League.

5. Concert Series
   The Community Concert Series in Lynchburg presents several musical events per year. Concerts are held in the E. C. Glass High School Auditorium.

Recreational Opportunities

1. Physical Education Facilities Available on Campus

   a. Gymnasium. The Gymnasium may be used by faculty and staff when it is not needed for the student program. Faculty or staff children may not use the building for recreational purposes unless they obtain permission from the Director of Physical Education, or are accompanied by an adult.

      Facilities and equipment include a squash court, a basketball court, badminton equipment, gymnastic apparatus, an indoor tennis net, and table tennis. Requests for special equipment should be made during weekdays if possible. A men's locker room with shower is located downstairs in the front of the building.

      If the building is locked, ask the Security Police to unlock the front door. Leave the door locked when leaving the building.

   b. Tennis Courts. Seven tennis courts are located behind the Gymnasium and three on the lake Road. Tennis shoes must be worn on the court at all times. Balls may be purchased at the Book Shop.

   c. Platform Tennis Court. A platform tennis court is located behind Sweet Briar House. Paddles and balls are available inside the storm door on the back porch. Tennis shoes must be worn on the court at all times.

   d. Lake. The Lake may be used for swimming and fishing in accordance with the rulings of the Board of Overseers. Those swimming at the Lower Lake during student swim periods must obey implicitly the Life Guards on duty. Rowboats may be used when they are not needed for classes, but one boat

should always be left at the dock for life saving purposes. Faculty may not serve as life guards for students. All children under 15 must be accompanied by an adult unless special permission is obtained from the Director of Grounds.

e. Cabin. The cabin on Paul's Mountain may be used by adult groups of four or more. The key may be obtained and signed for at the Information Center. The Physical Education Department should be notified of the trip in advance so equipment can be taken to the cabin and the area cleaned.

2. Recreational Facilities in the Area

a. Parks. Swimming, fishing, camping, picnicking and a boat launch ramp are available at Bear Creek State Park on Route 60 East and at Smith Mountain Lake, near Altavista.

Private memberships are available at Isaac Walton Park which is located off Route 29 about fifteen minutes from the campus. Facilities for swimming, picnicking, archery, and skeet shooting are found at the park.

b. Golf. There are several golf courses in the Lynchburg metropolitan area:

(1) Cedar Hills Golf Club; Lawyers Road, Lynchburg. This is a public course which offers golf instruction. Annual memberships are available, and non-members are charged a greens fee.

(2) Colonial Hills Golf Club; Forest, Virginia. This is an eighteen-hole public course.

(3) Boonsboro Country Club; Boonsboro Road, Lynchburg. Membership in the Club is a prerequisite for use of the golf course.

(4) Oakwood Country Club; Rivermont Avenue, Ext., Lynchburg. Membership in the Club is a prerequisite for use of the golf course.

(5) Winton Country Club; Clifford. Greens fee for non-members.

c. Winton Country Club in Amherst County is located at Clifford, about six miles from Sweet Briar. Members of the faculty and staff are invited to join. Information as to dues may be secured from the Vice-President and Treasurer.

d. Hiking. The Appalachian Trail Club has an active chapter in Lynchburg. Information about the Club and its hikes can be obtained from Sweet Briar members.

e. Travel in the area. From Sweet Briar College it is

13 miles to Lynchburg
40 miles to Lexington
32 miles to Appromattox
50 miles to Charlottesville
65 miles to Roanoke
103 miles to Richmond
165 miles to Washington, D. C.

Points of interest in the area are the Blue Ridge Parkway, Peaks of Otter, Natural Bridge, Tobacco Row Mountain (High Peak), Crabtree Falls (Nelson County), and Appomattox Court House.

VII. MISCELLANEOUS INFORMATION

Alcoholic Beverages

The sale of liquor in restaurants in Virginia is on a local-option basis by referendum. Liquor may be purchased in State-operated ABC stores which are located in Amherst, opposite the Post Office; at the Seminole Shopping Center, Madison Heights; and at various locations in Lynchburg.

Automobile Regulations

1. State

   A Virginia automobile license tag and driver's license are required as soon as a person establishes residence in the State of Virginia or when he becomes gainfully employed in Virginia. Application for Virginia automobile plates can be made at the Division of Motor Vehicles on Main Street in Amherst. The bill of sale is required for automobile registration in Virginia. Virginia driver's licenses are issued and license tests are given at the Amherst County Court House the first, third and fifth Mondays of each month from 9:30 a.m. to 4:30 p.m. The Lynchburg Office of the Division of Motor Vehicles on Alleghany Avenue is open from 8:30-4:30, Monday through Friday. Automobiles must be inspected every six months.

2. County

   Amherst County fee for automobile tages is $15.00. Tags can be purchased at the Office of the Treasurer of Amherst County located in the Courthouse, after obtaining a proper certificate from the Commissioner of the Revenue, also located in the Courthouse.

3. Campus

   All cars of college employees must be registered with the Security Police. Any faculty or staff member who contemplates using his car for transporting students and plans to charge students for such transportation should check with his insurance company to ascertain whether such an act will make void the insurance coverage.

Cashiering

The Sweet Briar College Business Office cashes checks of reasonable denominations (not salary checks). The bank in 109 Fletcher is open Monday through Friday from 8:45 a.m. to 12:00 noon.

There are two banks in Amherst--the Fidelity National Bank and the Farmers and Merchants Bank. Their banking hours are as follows:

Fidelity National Bank:		Farmers and Merchants Bank:	
Monday - Thursday	8:30 - 5:00	Monday - Thursday	8:30 - 5:00
Friday	8:30 - 6:00	Friday	8:30 - 6:00

Banks in Lynchburg are the Fidelity National Bank, 9th and Main Streets; First and Merchants National Bank, 8th and Main Streets; Bank of Virginia, 860 Church Street, United Virginia Bank/First National, 1010 Main Street; and Virginia National Bank/ Lynchburg, 726 Main Street. The hours for the Lynchburg banks are as follows:

Monday - Friday	9:00 - 2:00
Friday late afternoon	3:00 - 6:00

Bank of Virginia

Monday - Friday	9:00 - 2:00
Monday - Thursday	3:30 - 5:00
Friday late afternoon	3:30 - 6:00

The Cornelia and Edward Thompson Wailes College Center

The Wailes College Center contains facilities for various activities for the students and all other members of the community. A dining room open to the public is located on the first floor; also on this level is a private dining room for special occasions and private parties. Advance reservations are suggested. Faculty and staff members may have charge accounts and pay bills by the month.

On the ground level there is a "Bistro," game room, and a spacious terrace. The "Bistro" serves short-order food and fountain items in addition to beer and soft drinks.

The hours (subject to change by the management) for the dining room and "Bistro" are as follows:

Dining Room: Daily - midday meal from 11:30 a.m. to 2:00 p.m.

"Bistro": Open from 11:00 a.m. to 3:00 p.m. and 5:00 p.m. to 12:00 midnight Monday through Saturday; Sunday, 4:00 p.m. to 12:00 midnight.

The Wailes Center Committee requests the observance of the following dress regulations in the dining room:

1. Men are requested to wear long trousers at all times. Beginning with the week preceding Opening Convocation, throughout the school year, and ending with the week following Commencement, men are requested to wear coats and ties. During the rest of the season coats and ties may be omitted.

2. Women are requested to wear skirts or pant suits; however, neat riding attire is acceptable.

College Calendar

A scheduling calendar for the entire year is posted in the Office of Student Affairs. A weekly mimeographed calendar of events is posted Friday afternoons in the Office of Student Affairs. Two copies of this calendar for each faculty member are delivered to the faculty offices and copies are posted on campus bulletin boards. Events to be listed on the weekly calendar must be submitted to the Office of Student Affairs by the preceding Wednesday noon. For reasons of typing and distribution, it is important that this deadline be adhered to.

Faculty Bulletin Boards

The glass-enclosed bulletin board outside the Dean's Office (114 Fletcher) is a Faculty Bulletin Board and is for official notices. Notices of off-campus meetings and grant opportunities for faculty are posted on each of four bulletin boards located in the hallway outside the Duplicating Office in Fletcher, in the hallway between the Information Center and the Post Office, in the hallway of the Music Wing of Babcock on the ground floor and in the basement hallway of Guion.

Faculty Meetings

Faculty Meetings are held the first Friday of each month at 3:30 p.m. unless faculty members are notified to the contrary. It is expected that faculty members will attend these meetings unless they are prevented from doing so by unusual circumstances such as illness, absence from the campus, or other unavoidable reasons. A member of the faculty who expects to be absent from a regularly scheduled meeting is asked to notify the Office of the President.

Fire Regulations

Regular fire drills are held at intervals to acquaint students and faculty with building evacuation procedures. Instructions for fire alarm procedures in classroom buildings are posted in each building.

Flag Regulation

No employee or student of Sweet Briar College may remove the flag of the United States of America or replace it by any other flag without proper authorization and in the prescribed manner.

Formal Academic Occasions

The special functions at which the attendance of the faculty is expected are Opening Convocation, Founders Day, and Commencement. Any faculty member wishing to be excused on these occasions should make a written request to the President in advance, stating the reason for his request. Academic regalia is worn at these

three functions. Dark suits or dresses and black shoes should be worn with academic regalia. Those not owning academic costumes may rent them through the Sweet Briar Book Shop.

Guest Housing

Guests of the College may be housed in Garden Cottage on a first-come-first-served basis. Normally reservations are limited to five nights. Guests of individual members of the college community may be housed, if space is available, at a charge of $5.00 per night. Reservations should be made through the President's Office.

Information Center

The Information Center is located in Manson Hall and is the campus source of information for telephone numbers, transportation, campus events, etc. Meal tickets may be purchased there. Telegrams may be sent from the Information Center, prepaid or collect only.

The Information Office serves as a communication center for all emergency situations. A fire or need for the rescue squad or ambulance service should be reported directly to the Information Center which will take appropriate action. After normal office hours the need for any sort of emergency maintenance on college-owned property should be reported to the Information Center.

Maintenance

Reports of necessary repairs or maintenance problems connected with college-owned buildings should be sent to the Office of Buildings and Grounds in Fletcher Hall. The need for emergency repairs at night or on weekends are to be reported to the Information Center who will relay the request to the appropriate person.

If faculty or staff are accidentally locked out of campus home or office, entrance may be obtained through Security Police.

Newspapers

A student representative takes orders for the New York Times and other newspapers and delivers the newspaper to the Information Center. Subscriptions for the Sunday Times only as well as daily subscriptions are available.

Local newspapers are the weekly Amherst New Era-Progress; a morning paper, the daily Lynchburg News; and the Lynchburg Daily Advance, an evening paper published Monday through Saturday. It is possible to have home delivery of the Daily Advance and the Sunday Lynchburg News. The Lynchburg News can be received daily by mail.

Notary Public

Mrs. Mary Hughes Blackwell in the Alumnae Office and Mrs. Ruth Tyler in the Treasurer's Office are notaries public.

Nursery School and Kindergarten

Sweet Briar College maintains a Nursery School and Kindergarten on campus for the dual purpose of enabling college students to study early childhood education and to provide quality pre-school education for faculty and staff members' children and for children in the Amherst community.

The Nursery School operates Monday through Thursday from 9:00 A.M. until 11:50 a.m. The Kindergarten operates Monday through Friday from 9:00 a.m. until 11:50 a.m. Both groups follow the college calendar exactly. The curriculum includes a program of reading and number readiness for all children, with appropriate workbooks for those of kindergarten age, as well as a program of social adjustment.

Children entering the Nursery School must be 3½ by November 30 and of sufficient maturity to take part in a variety of activities. Children who will be 5 by November 30 are eligible for the kindergarten.

Parents who are interested in applying to the campus school should do so as early in the year as possible. Preference is given to children of faculty and staff members who apply before April 15. After this time, places are filled by applicants from the Amherst community to assure a working number of children for the student-teachers. However, faculty and staff children will be placed at the top of the waiting list.

Office Supplies

Departmental stationery may be obtained from the department chairman. Mimeograph stencils, mimeograph paper, mimeograph correction fluid, ditto masters and ditto paper are available in the Duplicating Office. Order blanks, blue Sweet Briar memo pads, brown envelopes and other office supplies are provided by the Office of Buildings.

Post Office

A U. S. Post Office is located in Manson, near the Information Center. Individual boxes may be rented. Information as to the cost is available from the Postmaster.

Radio and Television

Radio stations received at Sweet Briar are

WLVA	590 K.	
WLLL	930 K.	
WBRG	1050 K.	
WDMS	1320 K.	AM
WJJS	101.7 M.C.	FM
WWOD	1390 K.	
WLGM	1320 K.	

Television channels received at Sweet Briar are

Channel 6	(CBS)	Richmond
Channel 7	(CBS)	Roanoke
Channel 10	(NBC)	Roanoke
Channel 12	(NBC)	Richmond
Channel 13	(ABC)	Lynchburg

Security Police

The Office of Security Police is located on the first floor of Manson. If assistance is needed, the telephone number to call is 5550. If no one is in the office, the Information Center will answer and will relay the message to the security police by radio.

Smoking

On the recommendation of the insurance underwriters, smoking is prohibited in laboratories and classroom buildings. However, smoking is allowed in offices of members of the faculty while faculty members are present to assume responsibility and in seminar rooms. Only members of the faculty are at liberty to invite students to smoke in their offices provided they themselves are present. They are requested not to extend an invitation to students to smoke when they themselves are not there to act as hosts and to assume the responsibility for safe smoking. As to the question of smoking in the gymnasium for any event, the chairman of the Department of Physical Education is always consulted.

Smoking is not allowed in the Sweet Briar Memorial Chapel.

In the Fine Arts Center, smoking is permitted at any time in the Smoking Lounge and Main Lobby. Smoking is permitted in the Green Room and The Writers' Workshop upon authorization of the Theatre Director and Creative Writing Instructor, respectively.

Staff Vacations

The following days are college holidays and offices are closed:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day and Thanksgiving Friday
6. December 24, Christmas Day, December 26

Because of the nature of their services some personnel cannot take the above-mentioned holidays. In such cases compensatory days are substituted.

In addition to these general holidays when all offices are closed, there are three vacation periods during the year (Christmas vacation, Spring vacation, and Summer vacation, sometimes called annual leave). Each office head is responsible for preparing a vacation schedule for his office which will provide for:

1) The stipulated amount of vacation for all members of his staff, and
2) Adequate office coverage throughout the vacation period.

A copy of the proposed office vacation schedule should be submitted to the Committee on Vacations and Sick Benefits for inclusion on the master vacation schedule which is mimeographed and distributed to all offices.

All references to "a year" in this report will be understood to mean the college fiscal year -- July 1-June 30.

The Vacation Calendar

1. Fourth of July - all offices closed.
2. Labor Day - all offices closed.
3. Thanksgiving Day and Thanksgiving Friday - all offices closed.
4. Christmas vacation. With provision for adequate office coverage and if the work of the office allows, in addition to December 24, 25 and 26 heads and assistant heads of offices should have five working days leave, and secretaries and office assistants should have two working days leave.
5. Spring vacation. While it is understood that any vacation at this time of the year is difficult - even impossible for several of our offices - the Committee recommends that wherever possible all personnel receive two working days leave. During this vacation period as in the Christmas vacation, each office is expected to provide adequate office coverage for itself.
6. Summer vacation (sometimes referred to as annual leave and applicable in full to personnel after a full year's employment). Unlike the two vacations previously discussed, summer vacation is in most cases covered in the contractual letter. As in the other vacations it is the responsibility of the office head to arrange an office vacation schedule which provides for the stipulated vacation allowance for every member of his staff, and for adequate office coverage throughout the summer months.

Telephones

Continental Telephone of Virginia, Amherst, Virginia furnishes telephone service for Sweet Briar College. The Area Code is 804. For all intra-campus calls, the last four digits only should be dialed. For Lynchburg and all other station-to-station toll calls, 1 should be dialed before the other digits are dialed.

If a telephone is out of order, the Telephone Company should be notified by dialing 14.

Transportation

Current transportation schedules may be obtained at the Information Center.

The Southern Railway has stations at Monroe and Lynchburg. The Norfolk and Western serves Lynchburg, and the Chesapeake and Ohio main line goes through Waynesboro and Charlottesville.

Piedmont Airlines serves this area; the Lynchburg Municipal Airport on Route 29 South is approximately 20 miles from the College.

Inter-city buses, both Greyhound and Trailways, are available in Amherst and Lynchburg.

Jordan Taxi Service in Amherst serves Sweet Briar College. The telephone number is 946-7825.

Use of College Property and Facilities

1. Written permission for the use of college property--including rooms, equipment, and campus areas--for other than their usual functions and purposes by any individuals or groups, whether they are associated with the College or not, must be obtained in advance from the appropriate member or members of the college administration.

2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alumnae Records, College Development Office for Parent Records and others) at least three weeks in advance of the planned mailing date.

3. Such requests must be accompanied by copies of all materials to be included in the mailing.

4. Written approval, from appropriate members of the administration and the Director of Public Relations, of the contents must be obtained before the mailing can be processed.

5. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.

6. Letters or statements must be signed and envelopes must carry the name of an individual to whom replies may be directed.

7. College stationery and envelopes are not to be used.

These regulations are made for the legal protection of the College and its status as a tax-free institution.

Virginia Taxes

Virginia has a state income tax with payroll deductions. A state income tax return and any payment due must be made by May 1. The tax rate on taxable income is 2% on the first $3,000, 3% on the next $2,000, and 5% on everything above $5,000.

A personal property tax return must be filed by May 1; payment of this tax is due December 5.

There is a sales tax of 4%.

Virginia Voting Regulations

To be eligible to vote in Virginia one must be a resident of Virginia and a resident of the county, city, or town for 30 days prior to registration. One must be registered at least thirty days before an election. Application for transfer for a person previously registered elsewhere in Virginia can be obtained from the General Registrar's Office. Application for an absentee ballot must be made not more than forty (40) days prior to an election nor less than 5 days.

For further details on state voting regulations and for information concerning the procedure for voter registration, the General Registrar in the Amherst County Court House should be consulted.

Amherst County is in the Sixth Congressional District.

September 1975

SWEET BRIAR COLLEGE

FACULTY RULINGS

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FACULTY RULINGS

I. REGISTRATION, CHANGES OF PROGRAM, SCHEDULES

A. 1. Preliminary registration of students in course takes place in the Spring Term at a time designated by the Registrar.

2. Final registration for the Fall, Winter and Spring Terms takes place on the dates specified in the College Calendar.

3. The registration of all students must be completed on the dates specified and rooms will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date.

4. All students are required to attend the Convocation at the opening of the academic year and any other Convocations designated in the College Calendar as required.

B. 1. Changes of program (add/drop) may be made within the first eight class days of the Fall and Spring Terms and the first three days of the Winter Term. A fee of $10 will be charged.

2. The Dean is empowered to waive the fee in any case if in her judgment this is justified. The fee will be waived in the case of new students for their first year in the College and, in the case of students returning after a term of absence, for any changes made during the first term after their return.

3. A student may not enter a course later than the eighth day of the Fall or Spring Term or the third day of the Winter Term. A student who drops a course after the fifteenth class day of the Fall or Spring Terms (in the case of a freshman in her first term, the twentieth day) or the fifth class day of the Winter Term automatically incurs an F in the course. Exceptions may be made by the Dean at her discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Executive Committee of the Faculty.

4. A change of program is not valid until the completed form is presented to the Registrar by the student.

C. 1. The schedule of classes is prepared by the Office of the Registrar after consultation with the various departments.

2. Permission to schedule a class temporarily or permanently in the evening, or at any time outside the regular class schedule, must be secured from the Dean. Permission of the Dean must be secured

for required field trips and other projects off-campus which will take place during regular class hours at times other than those scheduled for the course.

3. An instructor may request a change in the hour of a class, the place of meeting, or the sectioning, which will be made by the Registrar with the approval of the Dean if the general schedule allows it. The Registrar shall resolve conflicts and shall schedule courses in "hours to be arranged."

II. COURSES OF INSTRUCTION, HOURS AND CREDITS, REQUIREMENTS FOR GRADUATION AND CLASS STANDING

A. 1. The announcement of courses to be offered shall each year be presented by each department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings.

2. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction.

B. 1. Permission to audit a course must be obtained from the instructor.

2. A student must obtain special permission from her faculty adviser and the Dean in order to carry more than 5 units of academic work.

3. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 4 courses for credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of classes in the term, the student must notify the instructor and the Registrar's Office if she does not wish credit for the course, in which case her course registration will be cancelled.

4. A student may not carry less than 3 units of academic work. The Dean is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.

C. 1. The credit ratio is the ratio of the total number of quality points to the total number of course units taken, excluding physical education, grades in which are not counted in computing the credit ratio.

2. The credit ratio is computed as follows: for each unit of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every unit of plus add 0.3; for every unit of minus, subtract 0.3.

3. In computing the ratio, courses which are reported as incomplete, conditioned or failed are counted.

4. Courses completed at another institution, including the Junior Year in France, are not counted in computing the credit ratio.

5. The grade on the comprehensive requirement will not be computed in the credit ratio or major rating.

D. 1. In order to be eligible for the Sweet Briar degree, a student must present 38 units of credit, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 2.00 on the courses taken at Sweet Briar. She must satisfy the other requirements for the degree as specified in the catalog. One unit must be carried in three winter terms.

2. a. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 19 units of credit presented for the degree must have been earned at Sweet Briar.

b. A student who spends the junior year or the fall term of the junior year in a study program away from Sweet Briar College must spend the fall and spring terms of the senior year at Sweet Briar.

c. Requests to accelerate the degree course must be made to the Dean for referral to the Executive Committee of the Faculty. Normally a request will not be approved unless the student's cumulative credit ratio is at least 2.70 at the end of the fifth term (not counting winter terms) at Sweet Briar.

3. Every candidate for the degree must complete the comprehensive requirement in her major field. (See Section III, D, below).

4. A student may declare, complete and have recorded a double major by fulfilling the requirements of two departments.

5. A major credit ratio of not less than 2.00 is required for graduation; that is, a credit ratio of at least 2.00 on all courses offered to fulfill the major requirement.

6. The diploma must be made out in the full legal name of the student at the time the degree is conferred.

7. A student who after 12 terms of work fails to meet the general credit ratio or the credit ratio in the major required for graduation may be permitted to return to college for one Fall or Spring Term in the year following. She must carry not less than 3 units of work for credit and must have a credit ratio of 2.00 for her entire college course and a credit ratio in her major of 2.00 in order to obtain the degree.

8. Exceptional cases may be referred by the Dean to the Executive Committee of the Faculty.

E. 1. For senior standing a student must have passed at least 28 units of work and have a cumulative credit ratio of not less than 2.00 and must have met the degree requirements in foreign language and physical education.

2. For junior standing in the Fall Term a student must have passed 17 units and have a cumulative credit ratio of not less than 2.00.

3. For sophomore standing in the Fall Term, 8 units; and have a cumulative credit ratio of not less than 2.00.

4. A student who fails to earn the units of credit radio or meet the other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or non-academic privileges of her class until she has achieved full class standing.

F. 1. Any student who fails to meet the requirements for class standing will be reported by the Dean to the Committee on Student Eligibility which may place the student on Probation or the Warning List or may declare her ineligible to continue her college course.

2. A student who, having been on Probation for two consecutive terms, not including the Winter Term, fails to achieve a cumulative credit ratio of 2.00 may be declared ineligible to continue in the college. Exceptions to this rule may be made on the recommendation of the Dean by the Committee on Student Eligibility.

G. 1. By agreement among the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not offered at Sweet Briar College. With the approval of the appropriate department at Sweet Briar, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio.

2. Application for permission should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College, but the student must pay any extra fees or charges and must make her own arrangements for transportation.

III. TESTS, EXAMINATIONS, GRADES

A. 1. All tests and examinations are given under the honor system. The student's signature to any written work is regarded as a pledge of honest work.

B. 1. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan approved by the Faculty. At the discretion of the instructor an examination may be given in a Winter Term course but no time will be set aside in the College Calendar for Winter Term examinations.

2. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the term. The Dean will notify the Registrar if no examination is to be given.

3. A copy of each course examination must be filed in the Registrar's Office.

4. Course examinations are normally of two hours' duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request the prior approval of the Dean.

5. All course work must be completed by the last day of classes in each term.

C. 1. If, preceding or during an examination or hour test, a student feels ill, she shall report immediately to the Infirmary. If the College Physician determines that the student is unable to take the examination or test on schedule, the instructor, in consultation with the College Physician, shall determine the time and place for a deferred examination or test.

2. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Physician, take it in the Infirmary. By arrangement with the instructor, however, she may take it at a later time after she has left the Infirmary.

3. Examinations and tests taken in the Infirmary are conducted under the honor system.

4. If a student is absent from an examination for reasons other than health, she will receive an F in the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.

D. 1. Every department shall require of its majors a demonstration of competence and comprehension in the major field which shall be known as the comprehensive requirement. The work to be done to satisfy this requirement shall be determined in consultation with the junior and senior majors and in light of current faculty policy on this requirement. This consultation shall be held early in each academic year, and the format and procedures decided upon by the department shall be reported to the Dean.

2. All work in fulfillment of the comprehensive requirement shall be completed not later than three weeks before the end of classes in the spring term of the senior year.

3. The grade for the comprehensive requirement shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."

4. The grade for the comprehensive requirement shall be given to the Registrar who will inform the student whether she has passed. Grades may not be given to any student or her parents by an instructor.

5. If the work done in fulfillment of the comprehensive requirement is found to be unsatisfactory, the student may submit such additional work as shall be determined by the department in consultation with the Dean. In no case shall a student be granted more than one year beyond the date when she would otherwise have graduated to satisfy this requirement.

E. 1. Grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, satisfactory; D, poor but passing; E, condition; F, failure.

2. No grade reported to the Registrar's Office may be changed without the consent of the Faculty, unless such change is necessitated by a clerical error or other oversight when correction may be made after consultation with the Dean.

3. Term and final grades shall be reported to the Registrar promptly and in no case later than the date set by the Registrar. A special date will be set each year for the reporting of the grades of Seniors before Commencement.

4. a. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the Fall Term but the grade given at the end of the Spring Term shall be the final grade for the year.

b. In year courses the numbers of which are separated by a diagonal line, the grade for each term is separately recorded but the Spring Term must be completed if credit is to be allowed for the Fall Term.

c. In year courses the numbers of which are separated by a comma the grade for each term is separately recorded and graded, but the Fall Term is a prerequisite for the Spring Term unless otherwise indicated in the course description in the catalog.

5. a. If the Fall Term grade in a year course is an F, the instructor shall decide whether the work of the term must be repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring Term must be repeated before a final grade may be given for the course.

   b. If a grade of F is obtained at the end of the Fall Term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring Term and dropped after the fifteenth day of the term, a grade of F will be recorded for the year.

F. 1. In case the grade at the end of any term is F, E (Condition) or I (Incomplete), the instructor shall complete a report thereof in duplicate on a form available in the Dean's Office. This report is to be given to the Dean at the time the grades are reported to the Registrar.

2. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in the college.

3. A grade of E (Condition) indicates that, in the judgment of the instructor, the student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for the course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly Failure, is not of passing quality, yet a repetition of the course is not desirable.

4. An E (Condition) on the Fall Term's work in a year course may be removed by passing a re-examination within the first two weeks of the Winter Term. At the discretion of the instructor, a student may be allowed to continue in the course without a re-examination; and if the final grade is C or above, the Condition shall be regarded as removed.

5. An E (Condition) on a one term course or at the end of a year course may be removed by repeating the course or by passing a re-examination within the first two weeks of the following term. The re-examination must be taken at Sweet Briar. If the student fails to remove the Condition by either method, a grade of F shall be recorded.

6. I (Incomplete) indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.

7. A grade of I (Incomplete) may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of Incomplete was given. Under

exceptional circumstances an extension of time may be granted by the Dean in consultation with the instructor. If the I (Incomplete) is not removed within the specified time, the grade of F for the course shall be recorded.

8. It is the responsibility of a student who receives notice of E (Condition) or I (Incomplete) in a course to communicate with the instructor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.

G. 1. A student with a cumulative credit ratio of at least 2.0 may, with the approval of her adviser, take one course each term on a Pass/Fail basis provided that at least 19 course units of graded work taken at Sweet Briar College is presented for graduation. A student in her first term at Sweet Briar is not eligible for this option.

2. The student shall be responsible for meeting all the academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the course shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of F shall appear on her record but shall not be counted in the computation of her cumulative credit radio.

3. A student must choose the course that is to be taken on a Pass/Fail basis not later than the last day for adding courses in each term.

4. An instructor or department may exclude a course from Pass/Fail. Such courses will be so indicated in the catalog.

IV. ADVANCED STANDING, SUMMER WORK

A. 1. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean. In no case will more than 19 units of credit be allowed toward the degree for work taken elsewhere.

2. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.00.

3. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.

B. 1. Not more than 4 units of credit for summer school work will be allowed toward the degree. Students in course must obtain in advance the permission of the Dean and the approval of the department concerned for each course taken in summer school if credit is desired.

2. No credits for summer school work will be allowed in the case of entering freshmen until the student has completed her first year at Sweet Briar with a credit ratio of at least 2.00. If credit is desired, the work must have been taken after graduation from high school.

V. THE CALENDAR, CLASS ATTENDANCE, DUE DATES FOR PAPERS AND REPORTS

A. 1. The general calendar structure for the academic year as approved by the Faculty shall not be altered without the approval of the Faculty. The specific dates for each annual calendar shall be determined by the administration of the college.

2. a. Classes must be held and examinations given in accordance with the official Calendar.

b. Scheduling a final examination outside the official examination period must be approved by the Dean. No take-home final examination may be distributed before noon on the last day of classes for the fall or spring term.

B. 1. An instructor who expects to be absent from a class shall make provision for the class and shall notify the chairman of the department and the Dean as to the duration of the absence and the provision made for the class.

2. In case of unexpected absence, the instructor shall report the absence to the chairman or, if the chairman is unavailable, the Dean; they will, insofar as is possible, make provision for meeting the class or notifying the students that the class will not be held.

3. Students shall remain in the classroom for ten minutes after the second bell has rung but may then leave if the instructor fails to meet the class without notice.

4. a. An instructor must give notice of detailed requirements for papers and other major projects and the due date so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the department chairman or the Dean.

b. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring Terms. All work for the Winter Term must be completed by the last day of the Term.

C. 1. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student and with the instructor. Accordingly, the

instructor shall give the Dean by the 15th of each month the name of any student whose absences, in the instructor's judgment, have been excessive during the preceding month.

2. All work missed must be made up promptly, and in advance of an absence if it can be anticipated. The responsibility for making up work is the student's if the absence has been unexcused.

3. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.

4. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Student Affairs before the hour set for return to the College. Students travelling by public transportation without confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.

5. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.

6. The Dean may modify at her discretion the operation of any of the rules regarding attendance.

VI. HONORS

1. General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive requirement.

2. The requirement for
   (a) the degree cum laude is a cumulative credit ratio of not less than 3.30.

   (b) the degree magna cum laude is a cumulative credit ratio of 3.50.

   (c) the degree summa cum laude is a cumulative credit ratio of 3.80.

3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors," or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.

4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 3.30.

5. Freshman Honors are awarded at the end of the Fall Term to freshmen who have achieved a credit ratio of 3.30 provided they have carried at least 4 units of graded work and received no grade below C.

6. Sophomores, juniors, and seniors who have achieved a term credit ratio of not less than 3.50 at the end of a Fall or Spring Term, provided they have carried at least 4 units of graded work and received no grade below C, may with the approval of the Faculty be named to the Dean's List.

VII. THE HONOR SYSTEM

(The Faculty are referred for full details to the statement on the Honor System in the Students' Handbook.)

1. If an instructor observes a possible breach of academic honor, he shall promptly confer with the student involved.

   a. If after conferring with the student the instructor believes that a breach has occurred, he shall urge the student to report herself to the Chairman of the Judicial Committee of the Student Association. The student shall advise the instructor when she has done so.

   b. If the student fails to do so promptly, the instructor shall report the case himself to the Chairman of the Judicial Committee.

2. Dismissal, suspension and, in the case of academic matters, pledge suspension* and honor probation* shall be recorded in the student's permanent record. The record of dismissal, suspension or pledge suspension shall be included in a transcript for a non-graduate. but no such record shall be on a transcript after graduation. Honor probation shall be recorded on a transcript only during the period of probation.

* Defined in the Students' Handbook under "Penalties."

VIII. FACULTY PROCEDURE

A. 1. In faculty meetings all full time members of the instructional staff from the rank of Instructor up have the privilege of voting.

2. The privilege of voting is granted also to full time administrative staff members of the college who have teaching duties; and to the Director of Admissions, the Registrar, the Librarian, any other member of the Library staff who holds a professional library degree and performs professional duties in the Library, the Assistant Dean, the Dean of Student Affairs and such other administrative personnel as may from time to time be designated by the Faculty.

3. The Secretary of the Faculty shall be elected by the Faculty for a term of 4 years. It shall be his duty to keep the minutes of all regular and special meetings and to inform the Dean annually of revisions required in the Faculty Rulings in accordance with faculty action.

4. Faculty meetings are held once a month during the academic year at a time fixed by the Faculty. By majority vote of the Faculty a regular meeting may be dispensed with.

5. Additional meetings may be held at any time on call by the President of the College. At the written request of any six voting members of the Faculty the President shall call a special meeting of the Faculty at which business may be transacted.

6. The Chairman of the Faculty Advisory Board is empowered to call a meeting of the Faculty as a committee of the whole for purposes of discussion. No business shall be transacted at such a meeting.

B. 1. The Dean and the department or division concerned, represented by the chairman and the appropriate adviser within the division, shall confer with the President on all cases of appointment, promotion, tenure, leave, and dismissal.

2. The Advisory Board, composed of all chairmen of departments and divisions, must be consulted by the President on cases of tenure and dismissal and may be consulted on promotion and other matters which he may refer to it.

3. The Advisory Board shall hold at least three meetings a year but shall function chiefly through a small Working Committee of four members, to be elected annually in the spring by direct vote of all who are entitled to vote at Faculty meetings from department and division chairmen who are completing two or more years of full time service at Sweet Briar.

C. 1. A report of a faculty committee shall ordinarily be presented at one meeting and action taken at the next. If immediate action is desired on a committee report or a motion from the floor, a vote may be taken at the meeting at which it is proposed unless six or more voting members request that a decision be deferred.

2. All reports of committees shall be presented in writing, and kept on file by the Secretary of the Faculty.

D. 1. A full-time member of the Faculty may accept off-campus employment not to exceed one course per term provided it does not interfere with the performance of his duties at the College. Off-campus employment should not be undertaken without the prior approval of the chairman of the Department and the Dean.

2. No member of the Faculty may receive any compensation for tutoring a student who is in his own class. Any exception to this rule may be granted by the Faculty only.

IX. COMMITTEES

A. 1. a. There shall be an elected Committee or Committees consisting of four members of the teaching faculty, with the Dean of the College as member ex officio. The Committee shall choose its chairman. Two members shall be elected each year, preferably at the December or January meeting of the Faculty, for a two-year term.

b. The first vote shall be a selection among those eligible for election to the Committee on Committees. The four (or whatever number is necessary in case of a tie) receiving the largest vote shall constitute the slate for a runnoff election to choose the two members each year.

2. Not less than two weeks before the meeting of the Faculty at which the election shall take place, a list shall be circulated to all voting members of the Faculty, identifying those eligible to election to the Committee on Committees. Those eligible shall be members of the teaching faculty on full time appointment who are completing two or more years of service at the College and are under contract for the following year.

3. The Committee on Committees shall prepare slates of nominees for the standing committees to be elected, as signified below, giving due consideration to the preference for service expressed by the members of the Faculty on preference sheets, or by other means decided by the Committee on Committees.

4. The Committee on Committees shall serve in an advisory capacity to the Dean who shall recommend to the President the membership of appointive committees.

B. The following committees shall be elected by the Faculty, usually at the regular meeting in March, from nominees presented by the Committee on Committees, subject to the proviso that the number of nominees shall be at least 50% larger than the number to be elected and that nominations from the floor may be made at the meeting at which election takes place.

1. a. Faculty members of the College Council, 4 to be elected, as provided in the Constitution of the Student Association, and to take office after the spring recess.

b. Faculty members of the Judicial Committee of the Student Association, 2 to be elected as provided in the Constitution of the Student Association and to take office after the spring recess.

2. a. The Executive Committee of the Faculty, to consist of the President and the Dean, ex officio, and nine members of the teaching faculty on full time appointment who are completing two or more years of service to the College and are under contract for the following year, these to serve for terms of three years, one third to be elected each year. The President shall be the chairman of the Executive Committee, the Dean serving as deputy.

   b. The Executive Committee shall discuss all matters that are referred to it by the Faculty or by the Administration; shall act on special cases concerning individual students as provided in the Rulings and the minutes of faculty meetings; and shall formulate and present to the Faculty or to the Administration any recommendations or proposals resulting from its deliberations.

   c. Meetings of the Committee shall be held on call by the President or Dean or at the written request of any five elected members.

   d. The agenda for meetings shall be prepared by the President or Dean and shall include any items requested by any elected member of the Committee.

3. The Executive Committee shall also serve as the Faculty Budget Committee.

   a. The Executive Committee will advise the President on academic priorities as reflected in established patterns and/or changes in the broad, categorized allocations of funds within the total budget of the College.

   b. The Committee is to see that the faculty point-of-view is considered when budget priorities are established. The Committee will be informed about overall allocations of funds, major shifts in financial policy affecting academic support, major projects in fund raising, and major proposals for educational programs to be funded by outside sources.

   c. The Committee will not assume any departmental budgetary responsibilities and will not be informed about individual salaries. It will not be concerned with the execution of the budget, but may request the President or the Vice President and Treasurer to report to the faculty financial constraints affecting the budget, as well as significant final budget decisions.

4. The Committee on Housing, to consist of the Treasurer and the Director of Buildings, ex officio, and 4 members of the teaching faculty, elected for a term of one year, the Director of Buildings to serve as chairman. Eligibility for election to this committee shall be the same as that for the Committee on Committees.

5. a. The Committee on Instruction, to consist of the President and the Dean, ex officio, and 9 members of the teaching faculty, elected to serve for a term of 3 years, three to be elected each year. The Committee shall elect its own chairman. Those eligible for election to the Committee shall be those of professorial rank who are completing at least two years of service at the College, and are under contract for the following year. The Co-ordinator of the Winter Term shall be a member, ex officio.

   b. Three students, to be chosen in accordance with the procedures of the Student Association, with the recommendation that these be upperclassmen who represent in their chosen or presumptive majors the humanities, the natural sciences and the social studies.

6. The faculty representatives on the Sue Reid Slaughter Fund Committee, 2 in number, who shall serve for a term of one year.

7. a. The Committee on Lectures, to consist of six members of the Faculty and six members of the student body. Three Faculty members shall be elected each year to serve for a term of two years, and they shall be eligible for re-election. Newly elected members shall begin their service not later than May 1 in the year in which they are elected.

   b. The chairman, who shall be a member of the Faculty, shall be elected at the February meeting of the Faculty from a slate presented by the Committee on Committees, and shall serve as chairman for a two-year term.

   c. The remaining Faculty members, two in the year in which the chairman is elected and three in the other year, shall be elected at the March meeting of the Faculty from a slate presented by the Committee on Committees.

   d. Eligibility for election to the Committee on Lectures shall be the same as that for the Committee on Committees.

   e. The student members shall be elected by the student body according to procedures established by the Student Association and may serve for one or two year terms.

C. 1. In the event that any member of an elected committee is unable for any reason to complete the term of service for which he was elected, the Committee on Committees shall appoint a member to serve in his place.

2. Unless otherwise specified in these Rulings, the term of service on a committee shall be for the academic year.

X. DEPARTMENTAL CHAIRMANSHIPS

A. 1. Department chairmen are appointed by the President who will take into consideration the recommendation of the department.

2. The principle of rotation of chairmanship each three years shall be applied unless overriding reasons to the contrary prevail.

3. A review of the chairmanship shall be made, in any event, each three years by the members of the department and a recommendation shall be made at the President's request.

B. If appointed, acceptance of the chairmanship shall be considered a routine part of each faculty member's duty unless extraordinary reasons to the contrary prevail.

XI. FACULTY RULINGS ON NON-ACADEMIC MATTERS

A. 1. Hazing of any kind is expressly forbidden.

2. No fancy dress or initiation costumes may be worn to the Library or to any academic appointment.